



# Office of the City Clerk

Weekly Report – for Week Ending August 8, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**City Elections** - Recruiting as-needed employees for the 2015 Municipal Elections that began on June 9, 2014 continues. As of August 6, there have been 610 applicants.

### Preparations for the August 12, 2014 LAUSD, Board District 1 Runoff Election:

**City Elections** - On August 2, staff conducted Supply Pick-Up Day for poll workers to pick up their polling place supplies at satellite locations by their assigned polling places. Of 324 polling place supplies, 265 were picked up. Staff is contacting poll workers to pick up the remaining supplies at Election Division headquarters. As of today, 36 polling place supplies remain to be picked up. The new in-field barcode mobile scanning system was piloted and worked successfully.

Recruitment levels for precinct board inspectors and clerks are at 98.5% and 95.1%, respectively. As of today, 350 poll workers have been trained.

In-person voting at the Office of the City Clerk - Election Division began on July 14 and at City Hall on August 4<sup>th</sup>. As of today, six votes have been cast.

Of the 96,209 vote-by-mail ballots issued, there have been 15,208 voted ballots returned.

The Official Logic and Accuracy Test of the Ballot Tally System was completed and signed off by the City Clerk and the audit team.

The City Clerk held a press conference on August 5, 2014 for the media, candidates and any interested parties.

**Request for Proposal for Publication Notices** - Council and Public Services and Administrative Services staff are working with City Attorney to develop a RFP for legally required publications.

**Agenda Postings** - Council and Public services staff are working with the Department of General Services to establish new boards for agenda postings. This includes a plan to move all Commission agendas from City Hall East to City Hall.

### Council and Public Services:

Number of Ordinances Posted/Published	12
Number of Publications Placed	12
Number of Contracts Attested	68
Number of Council Files Created	112
Number of Claims Received	112
Number of Referrals to Council/Committee	90

**Neighborhood and Business Improvement Districts** - The Gateway to LA Business Improvement District submitted their Management District Plan and Engineer Report to the City Clerk to begin their 2016 renewal process.

**Neighborhood and Business Improvement Districts and LA BID Consortium** - A “Best Practices for Operations Staff” forum for the business improvement districts was conducted.

## TOP ITEMS

- *Ordinance of Establishment adopted for the Studio City BID*
- *Early voting at Piper Tech and City Hall for the LAUSD Election is available to voters*
- *LAUSD Election Supply Pickup Day was held*
- *Preparation for the LAUSD and 2015 Elections continues*
- *City Records Off-Site Storage Request for Proposal deadline is August 21<sup>st</sup>*



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**Neighborhood and Business Improvement Districts** - The Proposition 218 ballot tally was conducted for the Studio City business improvement district renewal with 69% in favor and Council adopted the establishing Ordinance.

A meeting was held with staff of Council District 11 relative to the proposed Venice Beach Boardwalk business improvement district.

The assessment data for the Business Improvement Districts' 2015 operational year was downloaded into the County's system by August 7, 2014.

Staff attended a meeting with the proponent group for the proposed Central Avenue Business Improvement District.

**City Records Offsite Storage Contract** - Staff completed and posted answers to questions on the LABAVN system from the pre-bid conference. Proposals are due by August 21st.

**City Archives Research Requests** - Two separate individuals have been researching Police Commission minutes and other LAPD materials in the Archives

**Fiscal** - Staff reconciled account balances in several Real Property and Public Benefit Trust Funds, and the CLARTS Trust Fund; and completed the City Clerk monthly expenditure report for July.

**AB1290/Council** - Staff completed the close out of 3 AB1290 contracts, has 2 more close outs pending, processed 6 payments and has 2 new contracts in process.

**General City Purposes** - Staff received 19 GCP allocation requests, processed 18 invoices for payment, and drafted 2 new contracts.

**Personnel** - Staff was trained on use of the new Workers Compensation Claims Management System (iVOS); and is working with the Council Offices, the Mayor and the City Controller with regard to salary increase waivers to a recently approved salary increase of 1.8% for Superior Court Judges.

## ISSUES

No items to report this week.

## UPCOMING . . .

**LAUSD, Board District 1 Runoff Election** - Vote-By-Mail ballot inspection will begin on August 9, 2014.

**City Elections** - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 will be held Tuesday, August 12, 2014.

**City Records Offsite Storage Contract** - The deadline for bid responses is August 21st.

**City Clerk Appointment Confirmation** - The confirmation hearing is scheduled for City Council on August 13<sup>th</sup>.